# SeedSoft Admin Manual

**Product Life cycle management for innovative Seed companies**




Version: 1.0 from 14.10.2024

# Versioning:

| Version | Date | Author | Main changes |
|---|---|---|---|
| 1.0 | 14/10/2024 | Maryam | First published version |

## Setup

There are eight sections in the setup:

- Access Policy
- Geographies
- Crops
- Currencies
- Custom Fields
- Market (in development)
- Warehouses
- Users
- Options

## Access Policy Module

In this module, you can **view, add, and manage roles** and define what each role and see and do in each module of the system. Here is how to add a role and define his access to modules:

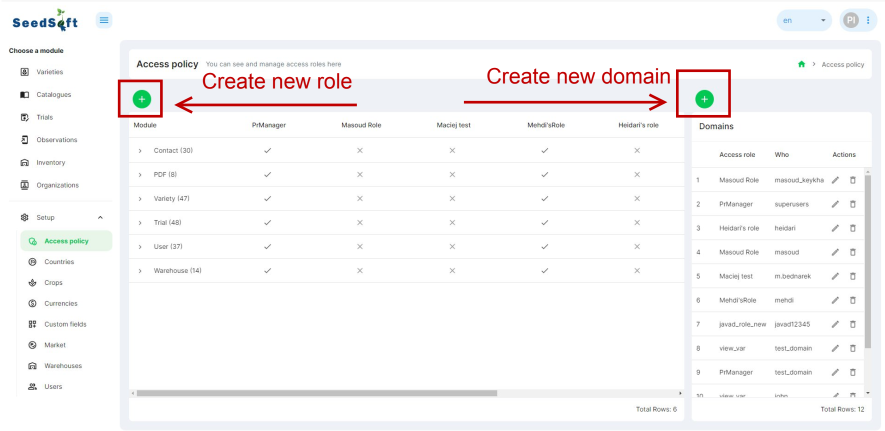
1. Click on “Add New Role” button
2. Enter the role name and confirm
3. In roles table, you can manage and control access rights of all the roles.

There are currently **six modules** (please see user manual for detailed explanations on them):

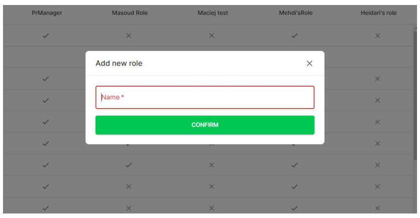
- Contacts
- PDF (Catalogue)
- Variety
- Trial
- User
- Warehouse

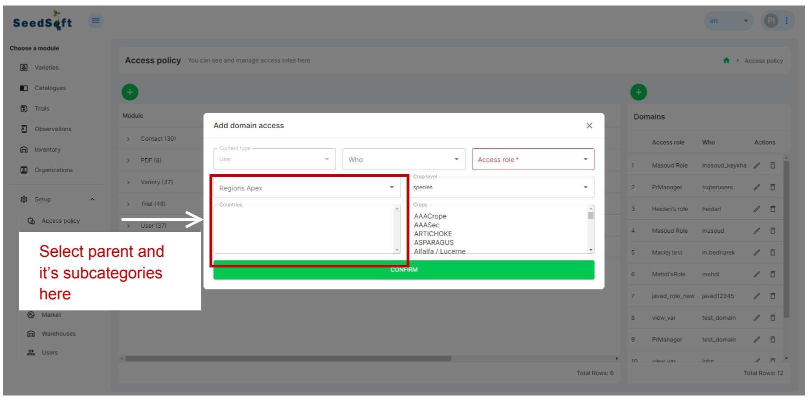
**Within each module, depending on it's type, there are eight or more access rights:**

- List (the items) – basic read-only right
- Create (add new item)
- Retrieve (details of an item) – also basic read-only right
- Update & Partial Update (Edit)
- Destroy (Delete)
- Some modules have additional special access rights. For instance to different levels of custom fields, or to the information on breeders and suppliers of varieties. If you have any questions related to the access rights system, please get in touch with SeedSoft customer service.




4. In the domain section, you can assign a role to a user and define **the geography** (you can define parents and subcategories in the geography module. Then in access policy, you have this option to either select multiple items individually, or simply select one parent that includes all the necessary geographies) and **crops/crop levels** to which each role has access to.




If you don't give a user any crops or geographies they'll only have access to items individually released to them – for instance only to trials where they are marked as an 'External coordinator'. This is particularly useful if you want to give access to SeedSoft to people outside of your organization.

## Geography Module

In this section, the admin can view, add, and manage geographies (city, region, county, etc) used in the system. Each geography (apart from 'the World') should have a parent. A typical structure could look like:

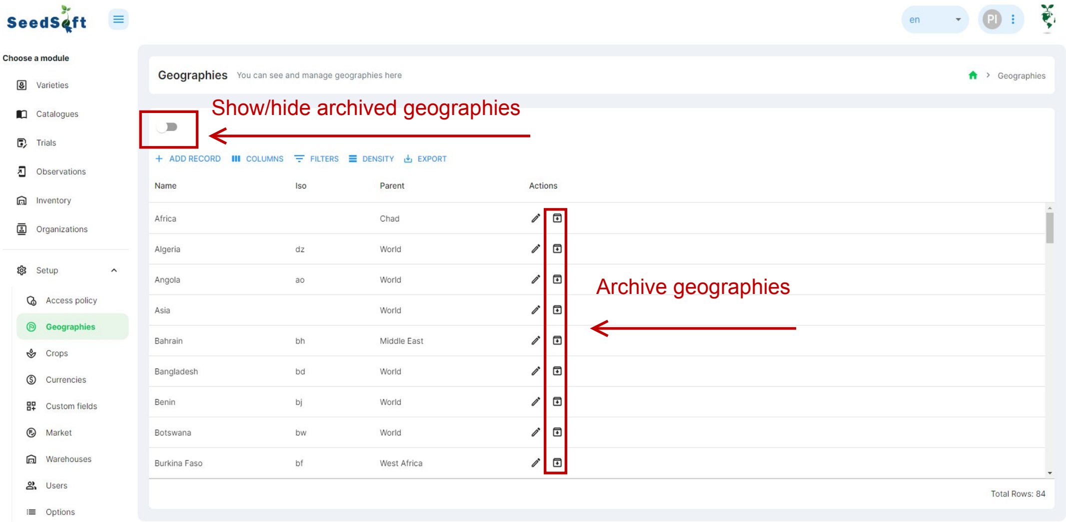
- World>Americas>USA>Florida>Bay

  or

- World>Asia>ME>Bahrain

Please note that the number of levels is unlimited and you can enter information (for instance trials or PLC) at every level. This gives a great flexibility to adjust the structure to the needs of the organization.

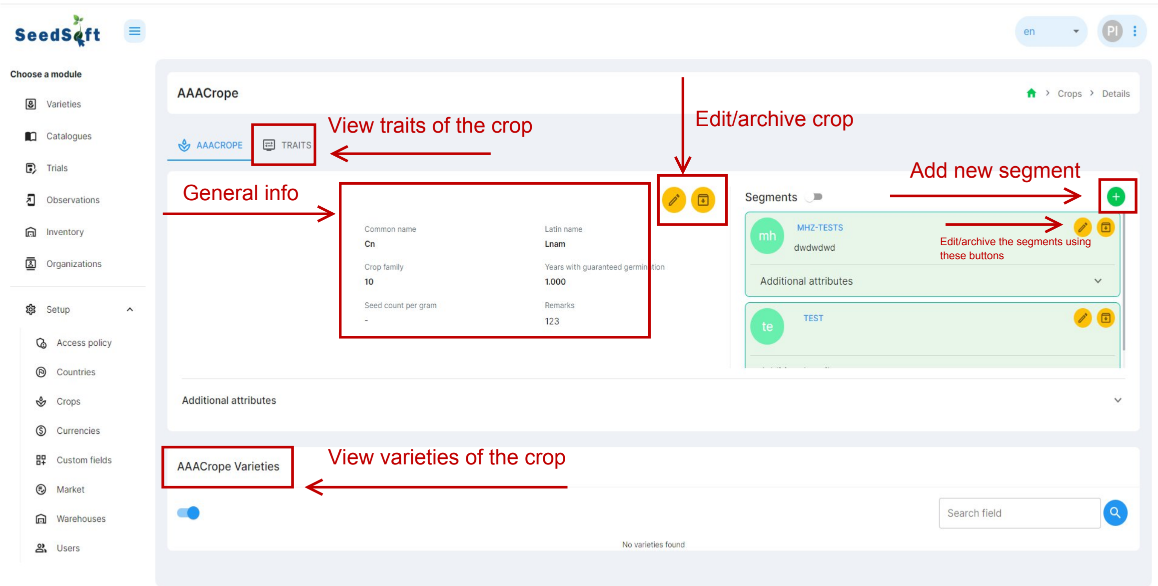
Finally Geographies like most other concepts in SeedSoft can be archived (if for instance your company leaves a certain market). Before archiving, you must ensure that **no related items** need to be archived. For example, a geography cannot be archived if there is at least one active trial, unarchived organization, unarchived sub-geography, or unarchived warehouse associated with it.




## Crops Module

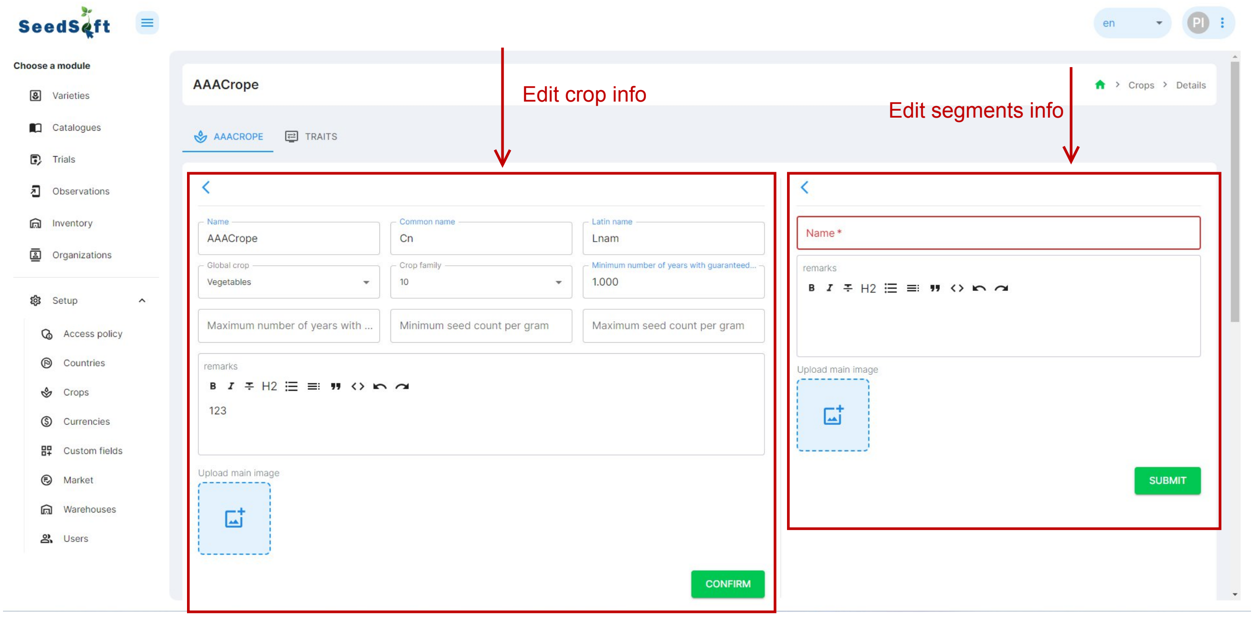
Through this module, you can view and manage **crops**. By clicking on each crop, you can see and edit

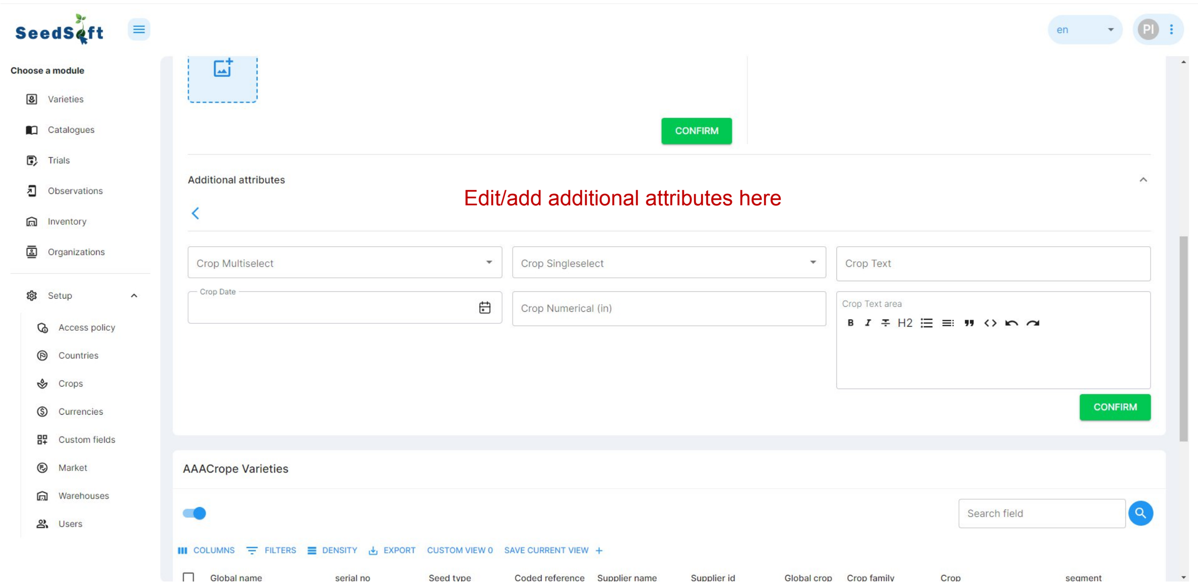
- **General info** (common name, crop family)
- **Segments**
- **Other custom fields**
- **Traits relevant for this crop**



# Edit crop

By clicking on edit buttons in the crop features and segments, you can edit the related information in each section.



## Traits

In traits, you can view and add new traits to the crop. There are five types of traits:

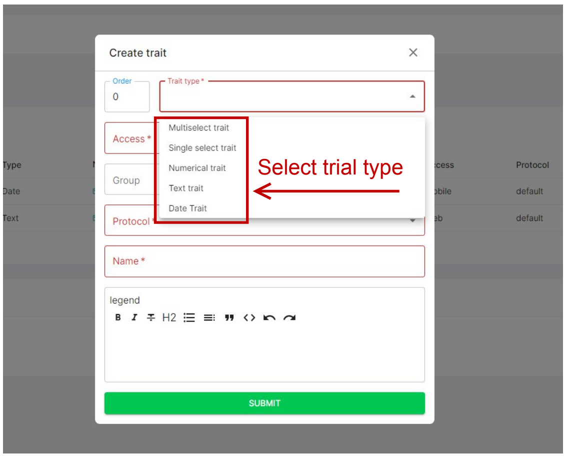
- **Multi-select:** Gives a selection with the possibility to select multiple options. For instance planting in February, March and April.
  **Single Select:** Gives a selection with the possibility to select only 1 option. For instance: Yes or No
  **Numerical:** Meant to collect and display numerical values (if needed many) such as the weight or amount of seeds/ crops, days, etc.
  **Text traits:** Text input.
  **Date traits:** Date input (selection from a calendar)

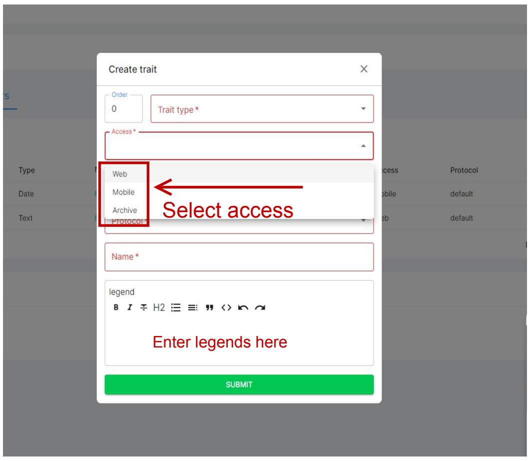
Access options define if the trait is used to:

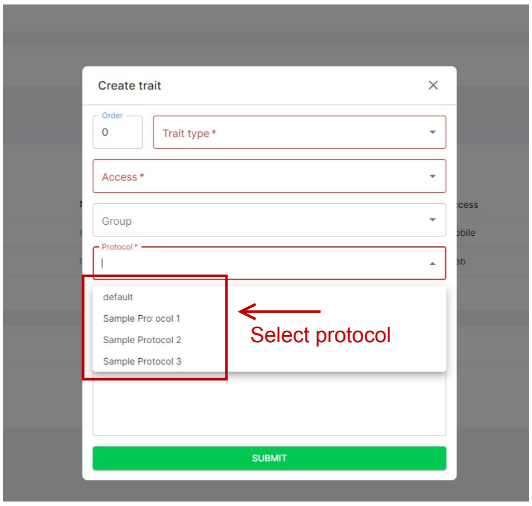
1. Describe a variety (in a catalogue): ‘**web’**
2. Observe a variety in the mobile app: ‘**mobile’**
3. Or is not needed anymore: ‘**archive’**.

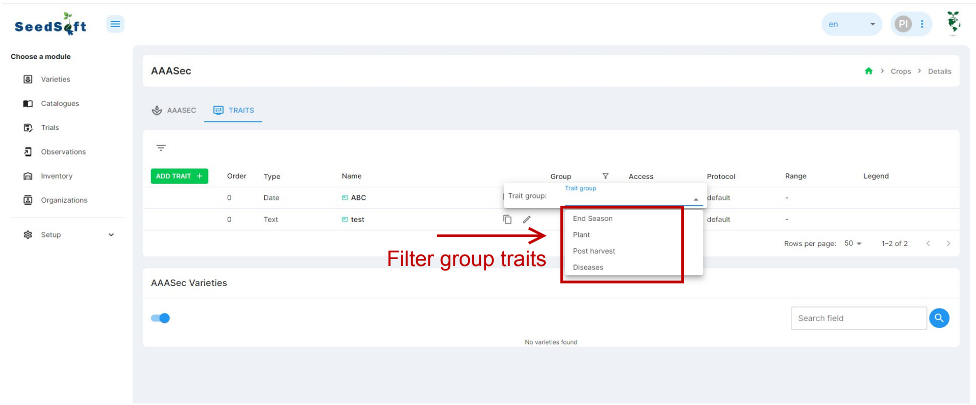
- Organize the traits in the data grid table by assigning an order (rank) to them. We recommend ordering them with a gap of 10 (10, 20, 30, 40...) so that it’s easy to add a trait in-between at a later stage if needed.
- You can also group traits as per your wish. For instance you can choose to group them as related to: plant, fruit, disease, post-harvest

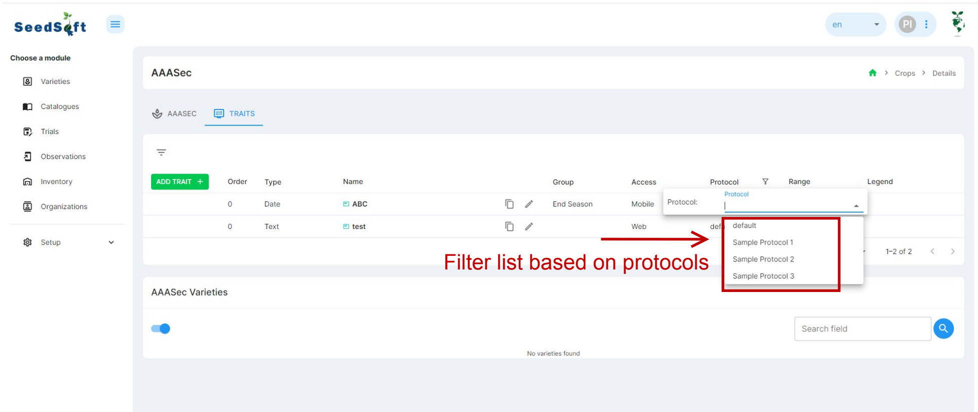
- Legend is the description for the trait and it’s also visible in mobile app. It’s main use is to inform the observer on how to mark the trait.
- Protocol refers to a specific selection of traits assessed in a trial. For example, depending on skills of an observer or needs of a particular trial, one protocol might have only a few traits focusing on fruit quality and yield, while another might be much more extensive and cover diseases, plant behaviour, seed germination and post-harvest performance.



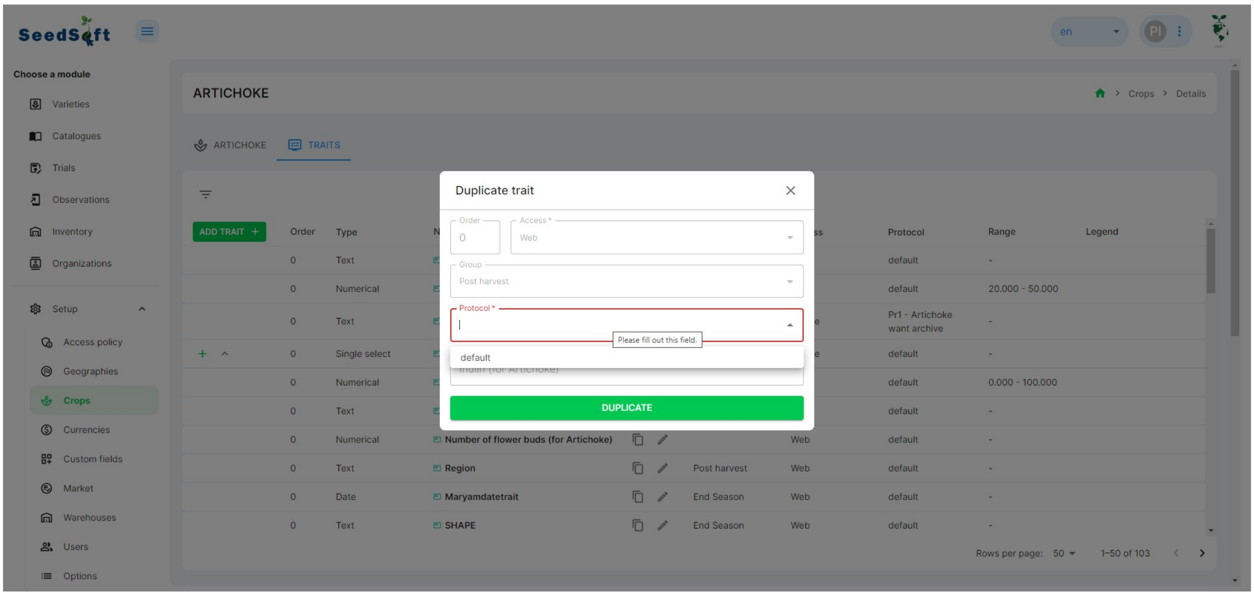





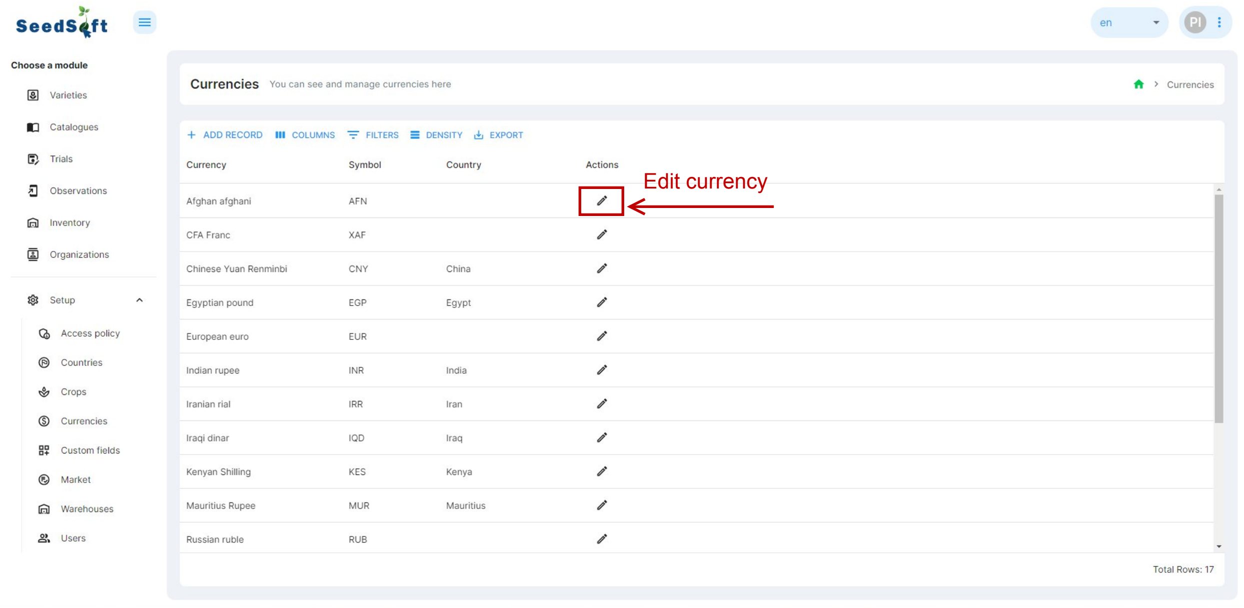




**Update:** You can now duplicate a trait, but please note that the **protocol must be selected** before completing the duplication.



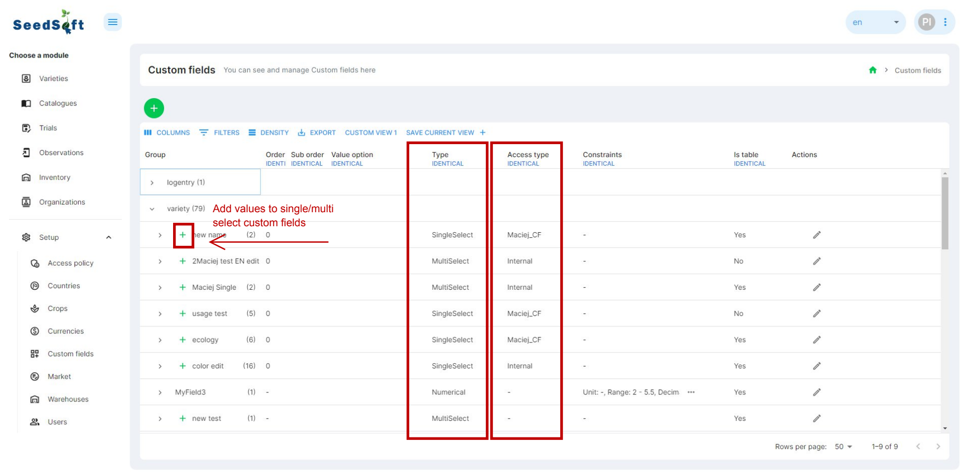
## Currencies Module

In this section you can view list of valid currencies to use and their countries. You can also add or edit each currency.



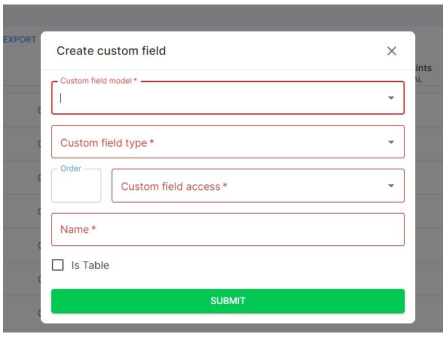

## Custom Fields Module

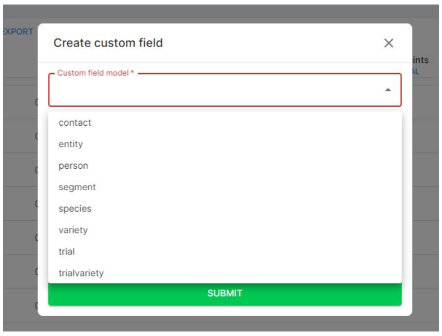
If you need to add **custom fields in various sections** of the system such as crops, varieties, trials, etc., you can do so through this section. You can also define the **type** of the new custom field and access level required to see or edit the field.

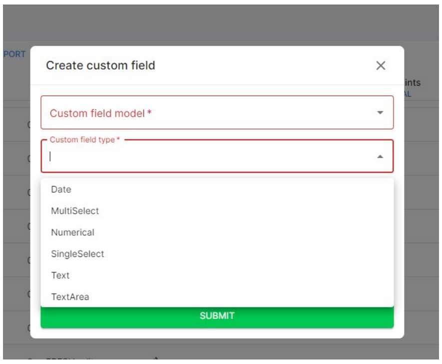


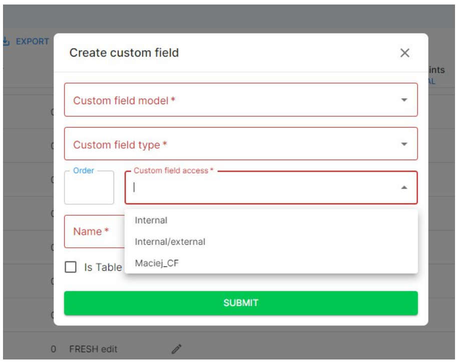
To add a new custom field, click on the “add custom field” button. A modal will open that includes several fields:

- Model: Select the module (or part of a module) where you’re adding this custom field.
- Type: Choose the type of custom field (multi-select, single-select, numerical, date, text, text area).
- Access: Select the access level of the custom field (internal, external, etc). Available custom field access levels are created and defined by the Seedsoft admin.



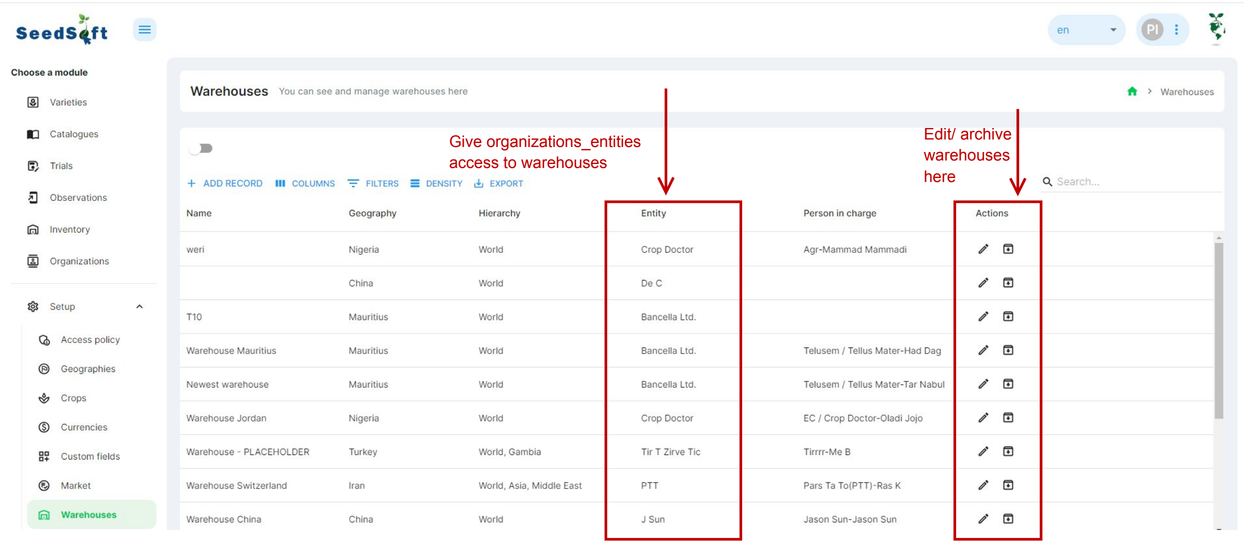




**Note**: In numerical custom fields, the final amount that other users set (in related module) should be between the minimum and maximum values defined in the custom field section.

# Market Module (in re-development)

## Warehouse Module

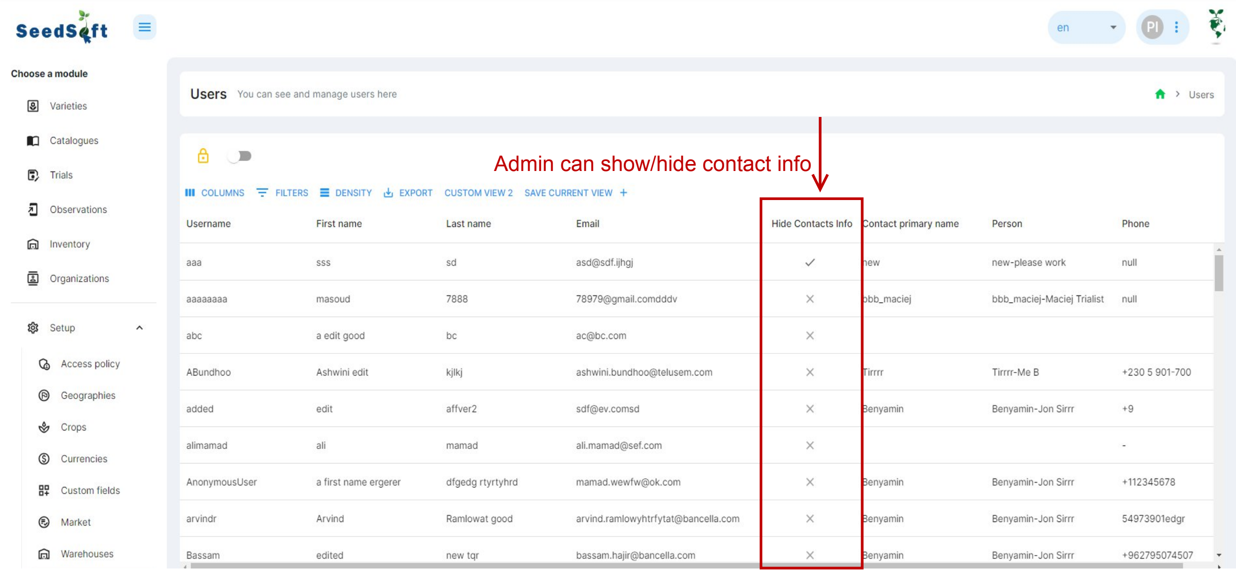
Through this section, the admin can add and manage warehouses and their entities, hierarchy, persons in charge (for each warehouse), and edit options.



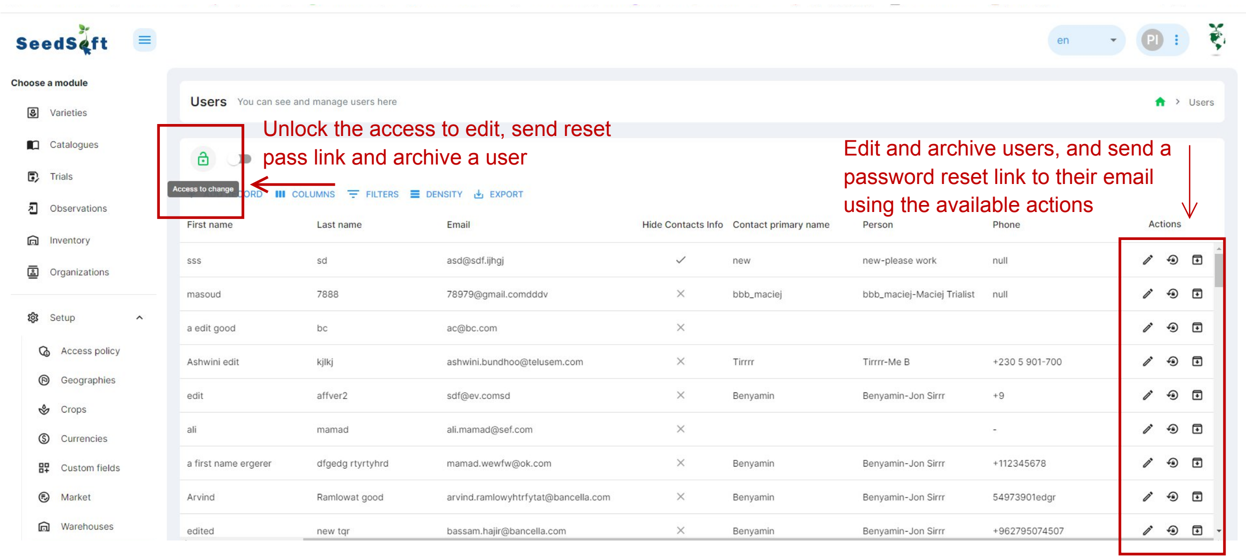

**Note:** To have access to warehouses and the ability to edit them, a user must first have access to the geography in the domain section and to the warehouse in the access policy. If access is granted only in the domain section or vice versa, the user will not have access to the warehouses.

# Users Module

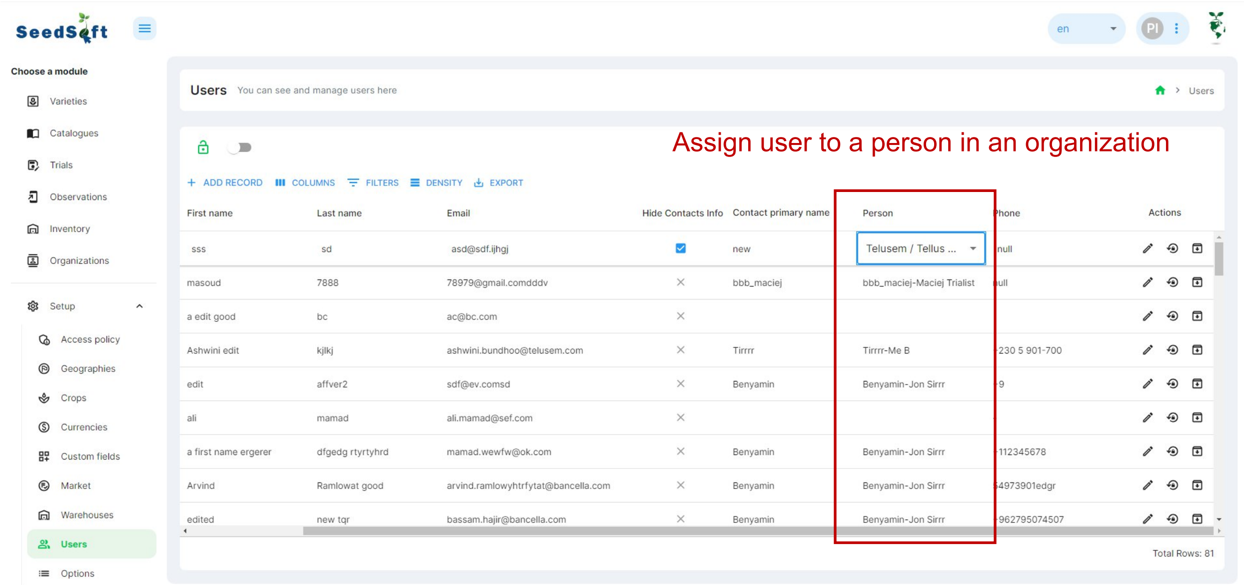
In this section, the admin registers and adds users who want to use the system or log in, along with their information (name, contact info such as email and phone, etc.). The admin can also control whether their contact info is displayed or not.

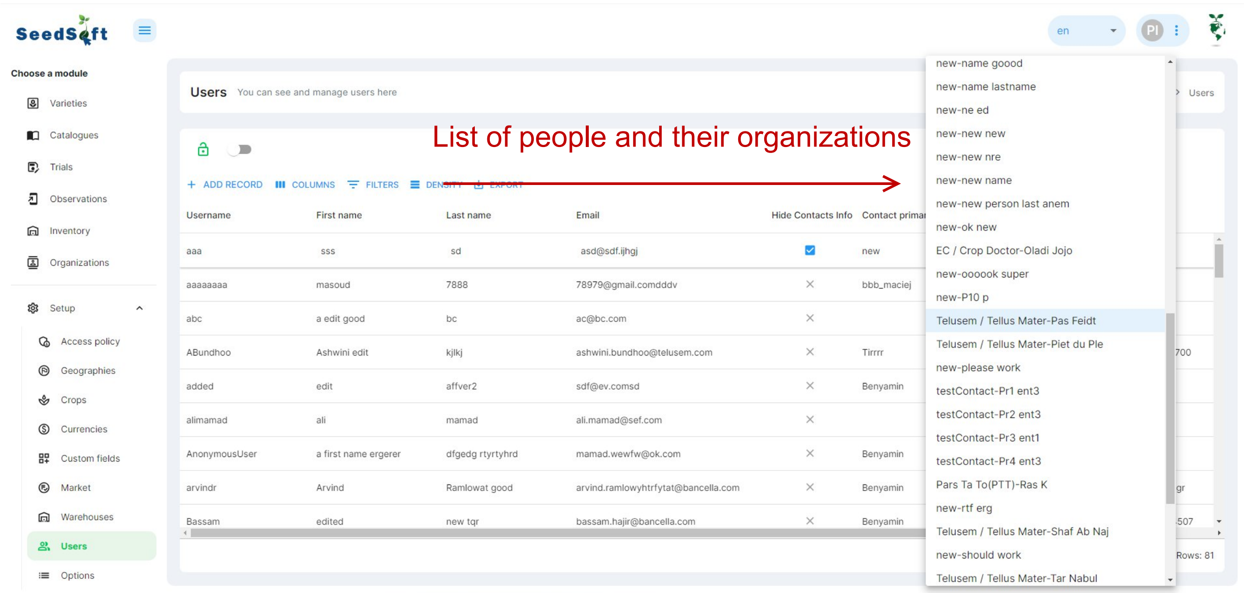



When you unlock the "access change," you can edit user information and send a password reset link to users:



You can also assign this user to a person, and by doing so, the related organization and the user will be connected:

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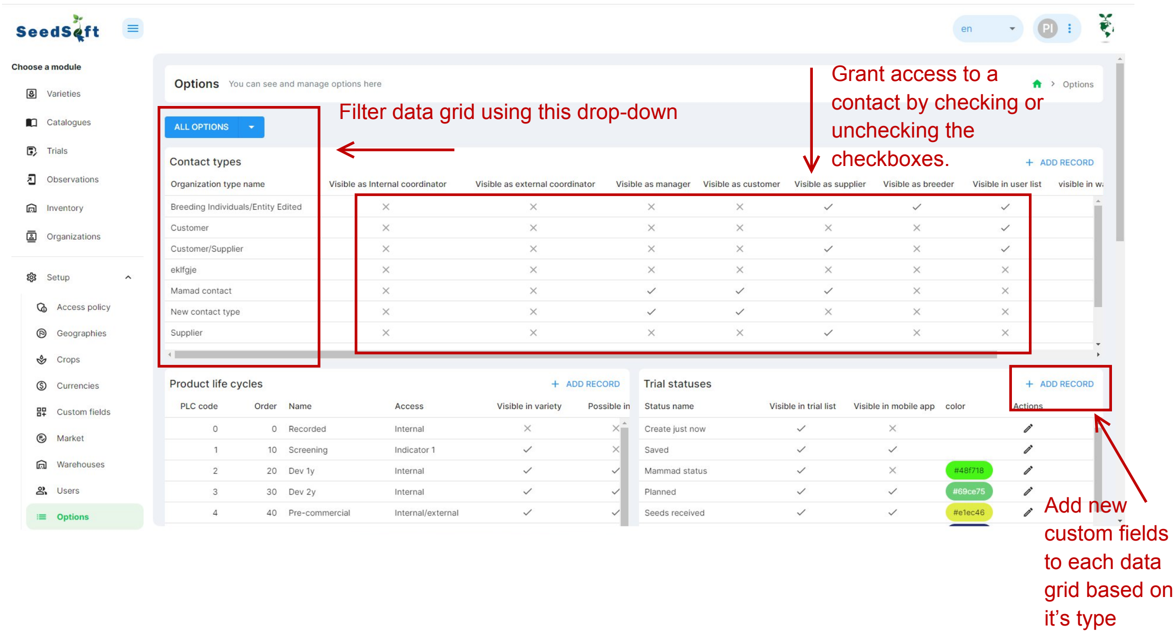
# Options Module

This section provides the possibility to configure basic rules of the system based on your organization's needs and terminology.

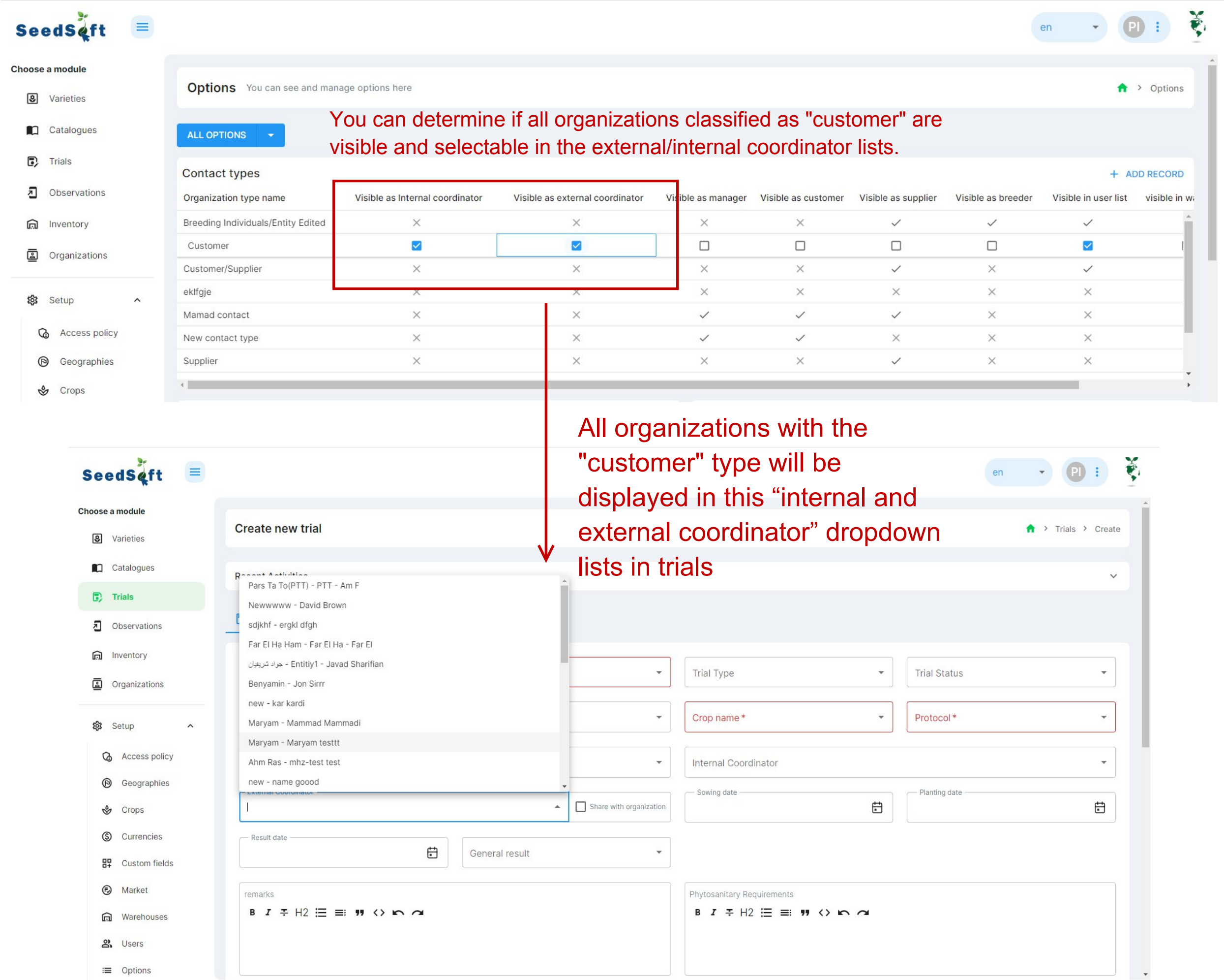
Initially, you will see a default view of all options on one page. By using the drop-down menu, you can select your custom view.

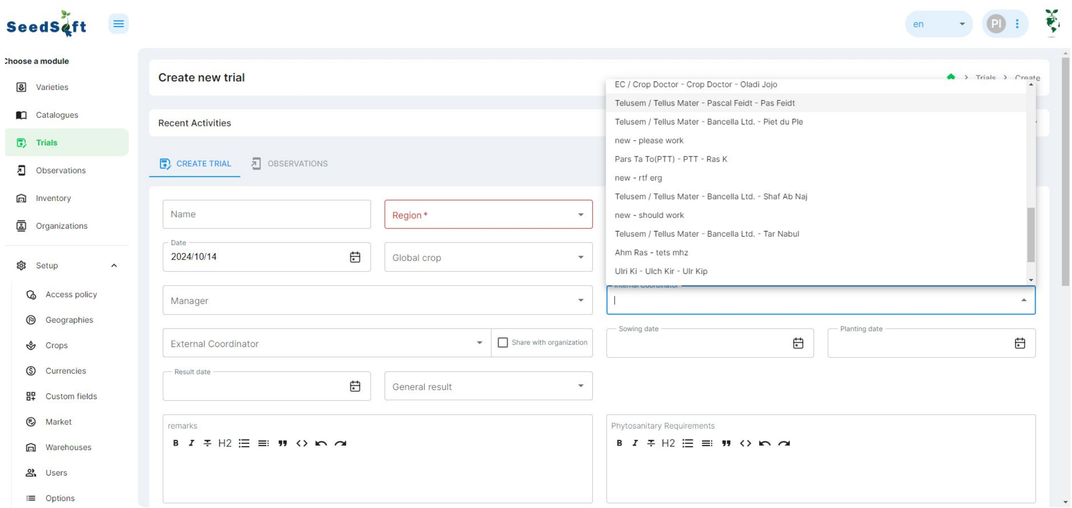



## Contact Types

Here, you can determine whether each organization, depending on its type—such as customer, breeding individuals/entity, supplier, etc.—should be displayed and selectable in related fields like internal/external coordinator in trials, manager in trials, breeder in varieties, etc.

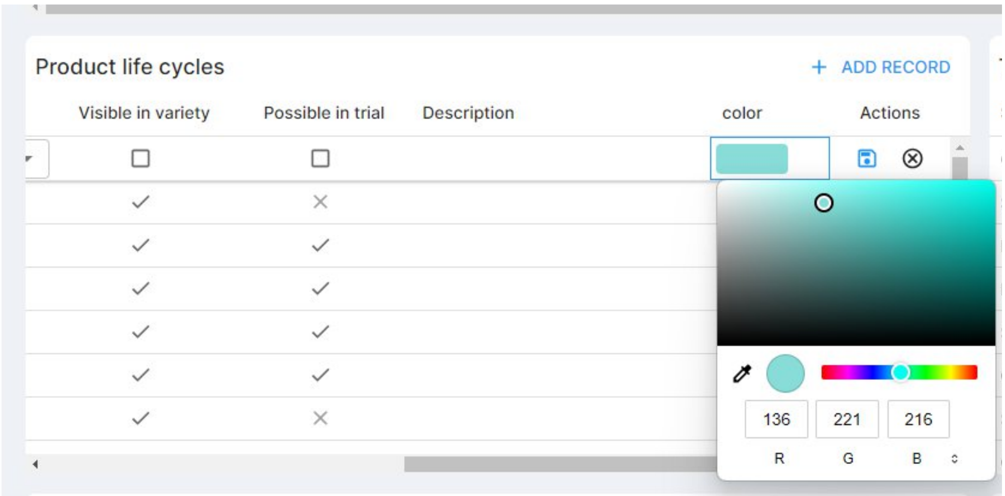
For instance, if you give access to all organizations with the "customer" type to an external/internal coordinator, all organizations with that type will be displayed in the list of external/internal coordinators.



## Product Life Cycles

In this table, you can specify PLC details and define access for each one, as well as determine if they should be visible in varieties or trials. The colors for each PLC can also be defined using the color wheel.




As an example you might not want that varieties in breeding stage are shown in the trials, and obsolete varieties shouldn't be visible in trials and in the variety list anymore.

## Trial Status

Depending on the trial and your organization's culture, you might have various trial statuses. In this table, you can define them and choose if they should be visible in the trial list and mobile app. The color for each status can also be defined, similar to the PLC.

Trial statuses

+ ADD RECORD

| Status name | Visible in trial list | Visible in mobile app | color | Actions |
|---|---|---|---|---|
| Create just now | ✓ | × | | |
| Saved | ✓ | ✓ | | |
| Mammad status | ✓ | × | #48f718 | |
| Planned | ✓ | ✓ | #69ce75 | |
| Seeds received | ✓ | ✓ | #e1ec46 | |
| Completed | × | × | #262f73 | |
| Submitted | ✓ | ✓ | | |
| Ongoing | ✓ | ✓ | | |

## Trial Protocols

Add or define new protocols in this table and specify the crop to which each protocol will be assigned.

Trait protocols

+ ADD RECORD

| Protocol name | Crop | Description | Actions |
|---|---|---|---|
| default | EGGPLANT | Added by command | |
| default | FENNEL | Added by command | |
| default | AAACrope | Added by command | |
| default | AAASec | Added by command | |
| default | Alfalfa / Lucerne | Added by command | |
| default | Amaranth or Grain amaranth | Added by command | |
| default | ARTICHOKE | Added by command | |
| default | ASPARAGUS | Added by command | |

## Numerical Trait Units

Add or define new units for numerical inputs, along with their displayed symbols.

Numerical trait units

+ ADD RECORD

| Unit name | Symbol | Actions |
|---|---|---|
| Meter | m | |
| Centimeter | cm | |
| Gram | gr | |
| Count | Count | |
| Kilogram | kg | |
| Doone Mammad | DMD | |
| Day/Days | day/days | |
| Inch EN | in | |

## Trait Groups

Define and customize groups of traits and descriptions (if any) in trial groups.

Trait groups

+ ADD RECORD

| Group name | Description | Actions |
|---|---|---|
| 01. Plant | | |
| 02. Diseases | | |
| 03. Fruit | | |
| 04. Post harvest | | |

## Trial Types

Define and customize trial types, including assigning a customized color to each trial type.

Trial types

+ ADD RECORD

| Type name | color | Actions |
|---|---|---|
| Other | | |
| Regulatory | | |
| Mammad edited | | |
| Screening | #f1c15b | |
| Pre-commercial | #83e5ec | |
| Development | #2773ec | |

## Brands

Any brands in the system can be added to this table, along with their logo and other specifications.

Brands

+ ADD RECORD

| Name | Abbreviation | Text color | Accent color | Background color | Logo | Actions |
|---|---|---|---|---|---|---|
| Mammad Nemoone | MN | ok | ok | no | | |
| ok | | | | | | |
| New brand | | | | | | |